



MAIL TO THE FOLLOWING ADDRESS
01, St. 96, Sangkat Watphnom,
Khan Daun Penh, Phnom Penh, Cambodia

APPLICANT'S PRIORITY DATE
FOREIGN STATE CHARGEABILITY
IMMIGRANT VISA CATEGORY

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received evidence entitling you to immigrant visa status. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following 3 steps:

FIRST: Complete and return by mailing immediately to this office the enclosed

- DS-260 confirmation page. To fill out the DS-260, please go to http://www.travel.state.gov/visa/immigrants/info/info_5164.html
- I-864 Affidavit of Support. Please go to www.uscis.gov
- Optional Form-169 (Instructions for Immigrant Visa Applicants)

This office cannot process your case until these forms are received.

SECOND: Obtain the following documents on this checklist which pertain to you. Please bring the documents to the visa interview on your scheduled date. **Do NOT send** them to this office or to NVC.

- ☐ 1. **PASSPORTS:** A Passport must be valid for travel to the United States and must have at least **six months** validity beyond the issuance date of the visa. Children must have their own passports regardless of any age.
- ☐ 2. **BIRTH CERTIFICATES:** You are required to present an original and a copy of your birth certificate.
- ☐ 3. **PHOTOGRAPHS:** Two (2x2 inches or 5x5 cm) frontal view with white background photographs are required. Please go to http://cambodia.usembassy.gov/iv_photo_requirements.html
- ☐ 4. **MARRIAGE CERTIFICATES:** Married persons are required to present an original and a copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decree of divorce or annulment).
- ☐ 5. **EVIDENCE OF RELATIONSHIP:** You should bring with you evidence to establish the relationship between you and the petitioner. It is, therefore, useful to bring with you letters, photographs, or other evidence of your relationship to the petitioner.
- ☐ 6. **MEDICAL EXAMINATION:** All intending immigrants, regardless of age, are required to have a medical examination.
Please go to http://cambodia.usembassy.gov/medical_examination_instructions.html for medical examination instruction.
- ☐ 7. **POLICE CERTIFICATES/RECORDS:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six

months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. In Cambodia, the police certificate is issued by the Ministry of Justice at No 240, Sothearos Blvd, Phnom Penh. For other countries, please go to http://travel.state.gov/visa/fees/fees_3272.html.

☐ **8. MILITARY RECORDS:** A copy of a military record is required from your office or department if you are or used to be military personnel. The military records must contain a complete record of the applicant's service and conduct while in the service. The record must show any convictions of crime before military tribunals.

☐ **9. COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency.

☐ **10. NATIONAL I.D. CARD:** You are required to present an original and a copy of National Identification Card if you are 18 years old or above.

☐ **11. TRANSLATIONS:** Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct, and by the translator's certification that he or she is competent to translate the foreign language into English.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY

THIRD: As soon as you have obtained all of documents that apply to your case, carefully read the statement at the bottom of this page, sign and date it, and return the form to this office. You will not be scheduled for an appointment until you sign and return this checklist.

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date. To check your appointment date, please visit our website at:
http://cambodia.usembassy.gov/scheduled_appointments.html

Each applicant must be prepared to pay the application fee on the appointment date. For visa application fees, please go to http://cambodia.usembassy.gov/fees_for_immigrant_visa.html.

You need not check with this office unless you have to report a **CHANGE OF ADDRESS** or change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to this office unless you are specifically requested to do so.

I have in my possession and am prepared to present all the documents listed in items 1 through 11 which apply to my case as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangement until a visa is actually issued to me. At such time as it is possible for me to receive an appointment to make formal visa application I intended to apply.

Please check the appropriate box below:

☐ Alone

☐ Together with my spouse (Print full name :.....)

☐ Together with my spouse and the following minor children: (Print full names for each child who will accompany you)

Date

Case Number (if available)

Signature

Beneficiary's Name

Current Address

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU RETURN THE REQUESTED FORMS.

PLEASE DO NOT SEND ANY DOCUMENT TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.

IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.